Memorandum

To: **All Faculty**

From: **The Guidance Department**

Date: **August 15, 2003**

Re: **Withdraw Pass or Fail Schedule Change Policy**

In order for students to be seen by their counselors, for a schedule change, all students will need to have appointments and approval from their teacher before coming to the guidance office. Students must present a pass and sign in upon entering the office area.

POLICY

***AFTER THE FIRST TWO (2) WEEKS OF THE FALL OR SPRING TERMS**-------
In the event that a student is misplaced in a course that is either **too difficult** OR **too easy**, the TEACHER must fill out a "**Withdraw Pass or Fail Teacher Initiated Schedule Change**" form (which is attached for more duplications). In doing so, it is the responsibility of the Teacher to communicate the information to the Parent/Guardian, AND obtain parental approval for a 90 **OR** 45 minute Study Hall. It is also the responsibility of the current Teacher to contact the receiving Teacher, and obtain approval from the receiving teacher, if the student will be placed in another class. No change will be made in guidance without a fully completed change form and parent/guardian approval attached.
Forms must be picked up and returned to guidance by the teachers only. Under NO circumstance should any student pick up or drop off a "Teacher Initiated Schedule Change" form.
***NOTE**
Students are expected to remain in their scheduled class until his/her counselor gives a new schedule with the proposed change to the student. Do not discharge students to another class prior to paperwork being completed - doing so often results in student attendance and/or tracking problems.

The student caseload breakdown is as follows:

Ms. Susan Piccotti	Last names beginning with letters **A** to **H** Regular Education
Mrs. Casandra Dietz	Last names beginning with letters **I** to **Mi** Regular Education, Regular Ed and Alternative Education **Vo-Tech** students
Mrs. Linda Campbell	Last names beginning with letters **Mo** to **Z**
Mrs. Kathy McGrail	All **Special Education**, including **Alternative Ed** students
Ms. Carol Huffman	School to Work Coordinator
Ms. Rose Buonacore	Guidance Secretary
Ms. Jessica Waller	Guidance Secretary